



Monacan Indian Nation

111 Highview Drive
Madison Heights, VA 24572
434-363-4864

Enrollment Guidelines

- To apply for Citizenship to the Monacan Indian Nation, you must complete an Application Packet and return it to the above mailing address by mail/FedEx/UPS or in person by appointment only. Application will NOT be accepted by email or fax. Please use the following checklist to ensure your packet is complete and include it in your application at time of mailing. **Incomplete applications will not be processed, and applicant will be sent a letter explaining what is needed for processing.** Applicant will *not* be eligible for any type of programs or services offered by the Monacan Indian Nation if application is incomplete.
- **All applications must be notarized in the Acknowledgement area at the bottom of the application.** Do *not* sign the application until you are with the Notary as they must witness your signature.
- **Applicant must provide his/her ORIGINAL State Issued certified birth certificate.** Birth Registration Notifications/Cards and keepsake Hospital Birth Certificates are not acceptable. Plastic Birth Certificates and/or Birth Registration notices are not acceptable. If name is different from birth certificate, applicant must provide **ORIGINAL** certified Marriage License, court order or legal documentation of name change. **Records submitted for Applicant must be ORIGINAL CERTIFIED documents.**
- Burden of proof of Monacan Lineage is on the applicant. The applicant must provide clear quality copies of acceptable documentation proving their direct biologic lineal descent to MIN ancestor on the Monacan Rolls. The following documentation is required for ancestors:
 - Copy of State Issued birth certificate with Monacan parent's name listed on it and a state seal. **Copies of Birth Registration Cards are NOT acceptable.**
 - Copy of Original Census Record listing Monacan parent and child. (Print out from Ancestry.com is not acceptable unless accompanied by copy of Census Record.)
 - Copy of State or County issued Marriage License with Monacan parent's name listed and bearing the state or county seal
 - Copy of State issued Death Certificate with Monacan parent's name.
 - State issued Social Service Record with Monacan parent's name listed with notary or seal for Child Support Records and/or Adoption Records.
 - State issued Vital Records showing sealed adoption records.
 - County Court House Records/Vital Records for Adoption or legal name change.
 - State School Records with seal or notary.
 - St. Paul's Mission Church Records and School Records with Administrator's signature and on Church letterhead.
- **Birth Registration Notifications/Cards and copies of Birth Registration Notification Cards are not acceptable for the applicant nor ancestors.**

- If applicant is a minor or lacks the ability to file the application, a parent or legal guardian may complete the required Application Packet. Please note that **no** adopted member of a family will be considered as a blood member of the Monacan Indian Nation unless the adoptee is a child of a Monacan.
- All applications are considered to be Confidential. Release of Family History Documents Form and Release of Information Form are *optional* and *not* required for enrollment. Release of Family History Documents Form is available for completion if the applicant is willing to share only their Family History/Research with other family members. Documents will be for in-office use only and will not be released for use outside of the Monacan Indian Nation. The Release of Information Form gives permission for the Enrollment Office to discuss the status of the Enrollment Application with only the person(s) designated by the applicant.
- The Application Fee is **non-refundable** and will be processed within 5 business days of the receipt of the application in the office. This fee should be paid by money order or certified Cashier's Check (**Personal Checks are not acceptable**) and made payable to Monacan Indian Nation. MasterCard/Visa/DISCOVER/ AMERICAN EXPRESS Credit/Debit Cards are also acceptable. Cash is only accepted with applications that are hand delivered to the office by the applicant. Enrollment fee is \$25 for all ages. ages 19-64.

Application Process

- Applications will be processed in the order in which they are received. **NO EXCEPTIONS.**
- When the Enrollment Clerk receives your packet and Enrollment Fee, your information will be examined and entered into the computer files. You will be notified by letter if the application is incomplete.
- Completed packets will be reviewed by the Membership Panel. In lieu of personal interviews, the Membership Panel will read the Interest Form contained in the Application Packet. Please give time and sincere effort in answering those questions. Enrollment in the Monacan Indian Nation is more than your ancestry. It is also about Community and how you plan to be involved in the Monacan Indian Community or in the Native American activities in your local community.
- Application Packets receiving all affirmative votes from the Membership Panel are officially enrolled. The Enrollment Department will notify applicant in writing when the process is complete. Accepted applicants will receive a Welcome Letter and ID Card. Then the applicant's name is presented to the Tribe at the next monthly Tribal Meeting.
- Applications not receiving affirmation are returned to the Enrollment Department for further follow up. These applicants will be notified by phone, email, or letter as to what is needed.



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Enrollment Application

Full Name: _____
 (First) (Middle) (Last) (Maiden)

Mailing Address: _____
 (PO Box or Street) (City) (State) (Zip)

Physical Address: _____
 (Street)

 (City) (County) (State) (Zip)

Birth place: _____ **Birthdate:** _____
 (City) (State) (MM/DD/YYYY)

Soc Sec #: _____ **Home Phone #:** _____ **Cell Phone #** _____

Email address: _____ **Preferred Method of Contact:** _____

Marital Status (circle one) Individual Married Separated Divorced Domestic Partner Widowed
Veteran (circle one) Yes No **Head of Household** (circle one) Yes No **Gender** (circle one) Male Female
Height _____ ft _____ in **Hair Color** (Circle one): Black Blonde Brown Gray Red Sandy White
Eye Color (Circle one): Blue Black Brown Green Gray Hazel Pink

Is application being filled out on behalf of an adopted child, minor, or other person who requires legal guardianship?
 _____ If yes, relationship to applicant: _____
 (You must provide official documents attesting to custodial or guardianship status.)

I CERTIFY THAT ALL THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE INFORMATION AND/OR MISREPRESENTATION ON MY PART WILL BE GROUNDS FOR DISENROLLMENT FROM THE MONACAN INDIAN NATION. I UNDERSTAND THAT THE ENROLLMENT DEPARTMENT, MEMBERSHIP PANEL, TRIBAL ADMINSTRATOR AND OFFICE PERSONNEL APPOINTED BY TRIBAL ADMINISTRATOR/ENROLLMENT DEPT HEAD MAY/WILL VIEW ANY INFORMATION I PROVIDE IN MY APPLICATION PACKET.

Signature _____ Date _____

ACKNOWLEDGEMENT

State of _____ County of _____ on _____ 20____
 (Date)

before me, _____ Personally appeared _____
 (insert name and title of the Notary) (Full legal first, middle and last of person signing the application)

who proved to me on the basis of satisfactory evidence to be the Person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of _____ that the foregoing paragraph is true and correct.

Witness my hand and official seal.

Signature: _____
 My Commission expires: _____

(Seal)



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Enrollment Checklist

- Enrollment Application
- Applicant's Original Certified Birth Certificate (*will be returned with Welcome Letter*) **Birth Registration Notifications/Cards will not be accepted.**
- Applicant's Original Certified Marriage License, court record or legal documentation if name is different from Birth Certificate.
- Applicant's Family Tree Information. (Provide all names and information. DO NOT put "on file", "n/a" or "not applicable" on this form as it will be returned as incomplete.)
- Copies of Birth Records, Marriage Records and Death Records of ancestors on Family Tree to prove direct lineal descent to the Monacan Rolls. (See Enrollment Guidelines for acceptable documents.)
- Family Questionnaire
- Interest Form (Share your story, why you would like to enroll, and how you envision supporting the Monacan Indian Nation.)
- Release of Information Form (Optional)
- Release of Family History Documents (Optional)
- Color photo of Applicant. (For use on ID Card Only) Photos need to be of good quality (no hats, sunglasses, etc.) with a light-colored background and may be passport size, or from a 3x5 or 4x6 picture. Call for an appointment to have photo taken in office.
- Copy of current Driver License or ID Card issued by the State in which you reside.
- Copy of Social Security Card
- Signature form. Signed by applicants aged 15 and over.
- Application Fee. **This is a Non-refundable Application Fee.** MasterCard/VISA/DISCOVER AMERICAN EXPRESS Credit/Debit payment form, or Money order or *certified cashier's check (Personal checks are not accepted.)* made payable to Monacan Indian Nation in the amount of \$25 for all ages.
- Enrollment Checklist

I have read the Enrollment Guidelines and understand that I am responsible for presenting certified true, correct, and complete documentation with my application. I understand if I submit an incomplete application, I will be notified by letter indicating what is missing. I am enclosing a certified cashier's check or money order or MasterCard/VISA/DISCOVER/AMERICAN EXPRESS Credit/Debit Card payment in the amount of \$25 for the **non-refundable Application Fee.**

Applicant Signature

Date

Applicant Printed Name

Rev 12/6/2021



MONACAN INDIAN NATION FAMILY TREE

Rev 9/15/2019

Applicant Name ** BC DC ML CR Birth year _____ Place _____	Father BC DC ML CR Birth Year _____ Place _____ Marriage Date _____ Marriage Place _____	Grandfather BC DC ML CR Birth year _____ Place _____ Marriage Date _____ Marriage Place _____	Great-grandfather BC DC ML CR Birth year _____ Place _____ Marriage Date _____ Marriage Place _____
Mother ** BC DC ML CR Birth Year _____ Place _____ Marriage Date _____ Marriage Place _____	Grandmother ** BC DC ML CR Birth year _____ Place _____ Marriage Date _____ Marriage Place _____	Great-grandmother ** BC DC ML CR Birth year _____ Place _____ Marriage Date _____ Marriage Place _____	Great-grandmother ** BC DC ML CR Birth year _____ Place _____ Marriage Date _____ Marriage Place _____
Grandfather BC DC ML CR Birth year _____ Place _____ Marriage Date _____ Marriage Place _____	Great-grandfather BC DC ML CR Birth year _____ Place _____ Marriage Date _____ Marriage Place _____	Great-grandfather BC DC ML CR Birth year _____ Place _____ Marriage Date _____ Marriage Place _____	Great-grandfather BC DC ML CR Birth year _____ Place _____ Marriage Date _____ Marriage Place _____
Grandmother ** BC DC ML CR Birth year _____ Place _____ Marriage Date _____ Marriage Place _____	Great-grandmother ** BC DC ML CR Birth year _____ Place _____ Marriage Date _____ Marriage Place _____	Great-grandmother ** BC DC ML CR Birth year _____ Place _____ Marriage Date _____ Marriage Place _____	Great-grandmother ** BC DC ML CR Birth year _____ Place _____ Marriage Date _____ Marriage Place _____

****Please use Maiden Name for all females.**
If more space is needed, please use back of sheet.
(Codes BC/DC/ML/CR are for office use only.)**

The above information is correct to the best of my knowledge.

Applicant Signature _____ Date _____



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Family Questionnaire

Are you an enrolled member of any other tribe? Yes No (Circle one)

IF yes, what Tribe? _____ Enrollment # _____

Are you adopted (i.e., adopted by a person or persons other than the adoptee's biological parents through judicial proceedings resulting in issuance of a final adoption decree)? Yes No (Circle one)

Are either of your parents enrolled members of any other Tribe? Yes No (Circle one)

If yes, list parents name(s), which Tribe and their enrollment number.

Mother: _____
(Name, include Maiden name) (Tribe) (Enrollment #)

Father: _____
(Name) (Tribe) (Enrollment #)

Ancestor on Monacan Rolls through whom enrollment rights are claimed:

(Name, include Maiden name if female) (Roll Number) (Relationship to applicant)

Please list all applicant's brothers and sisters:

Name	Birthdate	Monacan Roll # <i>if available</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that the above information is true and correct.

Signature _____ Date _____



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Interest Form

Applicant Name _____ Date _____

- Share your story. Tell us about you and your life history.
- What part of the Monacan History sparks your interest and why?
- Do you know who your Monacan Ancestors are? Who are your direct ancestors on the Historical Monacan Original Rolls dated back to the 1700's? Starting with yourself, show as many of your direct lineal ancestors as you can back to the Historical Rolls if possible. (Use the back of this sheet if necessary.)
- What is your interest in the Monacan Indian Nation? Why do you want to enroll?



MONACAN INDIAN NATION RELEASE OF INFORMATION FORM

I, _____, give the Enrollment Department of the Monacan Indian Nation permission to discuss my Enrollment Application file with the following people:

Name:

Relationship:

By signing below, I understand that the Monacan Indian Nation considers all records to be confidential in nature and the Enrollment Department will be allowed to discuss my file with only the people listed above. The information that can be discussed with them is status of file, status of ID Card, and missing or unsigned documents needed to complete the enrollment file. I also understand that they will not be allowed to make any changes to my application, receive copies of any information in my file nor be given information about my payment method. This Release of Information Form will remain in effect until revoked by me in writing.

Signature

Date

ACKNOWLEDGEMENT

State of _____ County of _____ on _____ 20____
(Date)

before me, _____ Personally appeared _____
(Insert name and title of the Notary) (Full legal name of person signing application)

who proved to me based on satisfactory evidence to be the Person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of _____ that the foregoing paragraph is true and correct.

Witness my hand and official seal.

Signature: _____
My Commission expires: _____

(Seal)

Revision Date 9/14/2021



MONACAN INDIAN NATION

RELEASE OF FAMILY HISTORY DOCUMENTS

I, _____, give the Enrollment Department of the Monacan Indian Nation permission to place/use copies of my Monacan Family History Research Documents only in the Enrollment file(s) of the following people:

NAME:

RELATIONSHIP:

By signing below, I understand that the Monacan Indian Nation considers all records to be confidential in nature and the Enrollment Department will place copies of my Monacan Family History Research Documents only in the above-named individuals' enrollment application file. Copies will remain in the Enrollment Department and not be given to anyone for personal use or use outside of the Monacan Indian Nation office. A copy of this Release will be placed in the Enrollment File for each person named above. This Release of Family History Documents will remain in effect until revoked by me in writing.

Signature _____

Date _____

ACKNOWLEDGEMENT

State of _____ County of _____ on _____ 20____
(Date)

before me, _____ Personally appeared _____
(Insert name and title of the Notary) (Full legal name of person signing application)

who proved to me on the basis of satisfactory evidence to be the Person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of _____ that the foregoing paragraph is true and correct.

Witness my hand and official seal.

Signature: _____
My Commission expires: _____

(Seal)

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Signature Form

Applicants and members age 15 and over, please sign your name in the box below. It will be scanned into your file and used as the signature on your ID Card only.

****Your *entire signature* must fit within the box but *not touch* the borders.****

****Use a *fine point Sharpie marker*****

****Black ink only****



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Credit and Debit Card Payment Form

Applicant's Name _____

Applicant's Address _____

Phone # _____

Name on Credit/Debit Card _____

Billing Address Associated with card _____

Type of Card: (Circle One) MasterCard/VISA/DISCOVERY/AMERICAN EXPRESS _____ Credit _____ Debit

Fee Amount \$ _____ Card Number _____

Security Code (3-digit code on back of card) _____ Expiration Date _____

Purpose of Fee: _____ Enrollment _____ ID Card Renewal _____ ID Card Replacement _____
_____ Donation _____ Other, specify _____

I, _____, authorize the Monacan Indian Nation to make a one-time charge to the above card for the purpose specified.

Card Holder Signature

Date